

OS REGISTRY

1-6-REG-CM
21 AUG 1989DA 89 - 1401
18 August 1989

MEMORANDUM FOR: Director of Security

FROM:

[REDACTED]
Chief, DA Management Staff

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SUBJECT: DA Fact Book Update

1. The DA Management Staff is updating the 1988 Directorate of Administration Fact Book. We use the Fact Book for quick reference, orientation of new staff, and DA briefings. This year we plan to print a new edition which we will distribute to all of our Offices in late November.

2. Please have your staffs provide us with the following by 30 October 1989:

- A current unclassified organizational chart (no names) *
- A current classified organizational chart (names) **
- A brief current description of the functions of your groups/divisions, etc. *
- Primary activities *
- Major FY 1989 accomplishments in bullet form
- Major FY 1990 goals in bullet form
- Major statistical data, preferably charts and graphs

3. Supplements specific to your Office should include:

- Current A/SE locations with dates of installation; projected schedule for future with dates and locations
- Reinvestigation Program Statistics
- Brief description of ITC activities; chart/graph of number of students enrolled annually, chart/graph showing annual percentage of students from IC sponsoring agencies

4. Please telecommunicate your material via WANG using the attached samples (where provided) as formats. Send charts and graphs to DA/MS, 7D10 OHB. If you have any questions, please contact [REDACTED]

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* Sample attached

** Use format of last page in Tab.

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~~C-O-N-F-I-D E-N-T-I-A-L~~

Office of Security

Overall Functions

Develops, maintains and conducts a worldwide security program to protect Agency personnel, facilities, information and activities against hostile penetration in the U.S. and overseas.

Provides security guidance and services of common concern to other Intelligence Community agencies.

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